

## Uniform Foster Care Rate Setting

### Creating an Initial Foster Care Rate Setting

1. From the desktop, go up to Create>Casework>Placement>Foster Care Rate Setting. Select the appropriate case and the participant. Select Create.

The screenshot shows the 'Create Case Work' web application in Microsoft Internet Explorer. The browser title bar reads 'Create Case Work - Microsoft Internet Explorer provided by DHFS - State of Wisconsin'. The application header is purple with the 'eWISACWIS' logo on the left and 'Print', 'Spell Check', and 'Help' links on the right. The main content area is divided into three sections:

- Create Case Items:** A vertical list of icons and labels with corresponding dropdown menus. The 'Placement' item is selected, and its dropdown menu shows 'Foster Care Rate Setting' as the chosen option.
- Cases:** A list of case names. 'Allen, Sarah' is selected and highlighted in blue.
- Case Participants:** A list of participants. 'Clara Allen , Biological Child' is selected and highlighted in blue.

At the bottom right of the main content area are two buttons: 'Create' and 'Close'. The browser's status bar at the bottom shows 'Done' and a 'Trusted sites' icon.

2. The Foster Care Rate Setting Page consists of the Participant Information Group Box. The box will contain the child's name, case name, provider name, Rate Setting Type (drop down values), effective date and end date. The effective date can not be prior to the first out of home placement and can not overlap with another valid Rate Setting. The end date which is optional on a rate setting can not be more than 6 months in the future from the effective date. The end date will end the Foster Care Rate setting (exceptional and supplemental amounts) but not the Basic and Administrative Rates. The Rate Appeal Date box and the Reevaluation Request Date box will become enabled based on the appropriate Rate Setting Type that is selected.
  
3. The first tab is Emotional Points. There are three categories in which to review; Minimal, Moderate, and Intensive. Under each category is a list of statements which require a 'yes' or 'no' answer. All statements will default to 'no' unless the 'yes' radio button is selected. There is also a user entered text area under each category to justify the reasons for the Exceptional Payment.

**Foster Care Rate Setting - Microsoft Internet Explorer provided by DHFS - State of Wisconsin**

**eWISACWIS** Print Spell Check Help

**Participant Information**

Child: Allen, Clara Rate Setting Type: 6-month Review Rate Appeal Date: 00/00/0000  
Case Name: Allen, Sarah Effective Date: 12/02/2005 Reevaluation Request Date: 00/00/0000  
Provider Name: Montgomery, Dan End Date: 05/31/2006

**Emotional Points** Behavioral Points Physical Points Results

☐ Yes ☒ No 9. Occasionally wets during the night  
☐ Yes ☒ No 10. Low self-esteem and confidence  
☐ Yes ☒ No 11. Periodically withdrawn and unresponsive; avoids feelings  
☐ Yes ☒ No 12. Occasionally whines, argues, swears, manipulates, etc.  
☐ Yes ☒ No 13. Exhibits other characteristics which correspond in extent or degree - specify:

Enter Text Here

**Moderate**

☐ Yes ☒ No 1. Frequently requires close supervision  
☐ Yes ☒ No 2. Habitually resistive  
☐ Yes ☒ No 3. Frequent difficulty in communicating with others; avoids feelings

Save Close

Done Trusted sites

4. Upon completion of the tab, go back to the top of the tab and select the 'Calculate' button. This will add the points and determine a dollar amount for the category. Always remember to select the 'Save' button each time you advance to the next tab. This will save the work completed on the current and previous tabs.
5. Complete the same process for the Behavioral and Physical Points tabs.

Foster Care Rate Setting - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWISACWIS** Print Spell Check Help

**Participant Information**

Child:	Allen, Clara	Rate Setting Type:	6-month Review	Rate Appeal Date:	00/00/0000
Case Name:	Allen, Sarah	Effective Date:	12/02/2005	Reevaluation Request Date:	00/00/0000
Provider Name:	Montgomery, Dan	End Date:	05/31/2006		

**Emotional Points** Behavioral Points Physical Points Results

**Emotional Points Summary**

Points: 4 Amount: \$36.00 **Calculate**

**Minimal**

<input checked="" type="radio"/> Yes <input type="radio"/> No	1. Demands excessive attention
<input type="radio"/> Yes <input checked="" type="radio"/> No	2. Nervous
<input type="radio"/> Yes <input checked="" type="radio"/> No	3. High-strung
<input checked="" type="radio"/> Yes <input type="radio"/> No	4. Impulsive
<input type="radio"/> Yes <input checked="" type="radio"/> No	5. Displays temper tantrums
<input type="radio"/> Yes <input checked="" type="radio"/> No	6. Restless
<input type="radio"/> Yes <input checked="" type="radio"/> No	7. Hyperactive
<input checked="" type="radio"/> Yes <input type="radio"/> No	8. Short attention span
<input type="radio"/> Yes <input checked="" type="radio"/> No	9. Occasionally wets during the night

**Save** **Close**

Done Trusted sites

6. The Results tab will add all of the points by category and calculate the correct dollar amount based on the points entered in the Supplemental Payment Summary of Points box. The box to the right is the Recommended UFCR Rate. The Contracted Maintenance Amount and Exceptional fields are user entered. The Basic and Supplemental fields will pre-fill. If a Contracted Rate or Exceptional Rate is added, use the 'Calculate' button to re-determine the correct dollar amount. The Contracted Maintenance amount field should be used for Treatment Foster Home Placement in which the county has a specific negotiated rate with that provider.
7. The Exceptional Payment Justification box is a user entered narrative field.

Foster Care Rate Setting - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWiSACWIS** Print Spell Check Help

**Participant Information**

Child: Allen, Clara Rate Setting Type: 6-month Review Rate Appeal Date: 00/00/0000  
Case Name: Allen, Sarah Effective Date: 12/02/2005 Reevaluation Request Date: 00/00/0000  
Provider Name: Montgomery, Dan End Date: 05/31/2006

**Emotional Points Behavioral Points Physical Points Results**

**Supplemental Payment Summary of Points**

	Points	Amount
Emotional:	4	\$36.00
Behavioral:	12	\$108.00
Physical:	12	\$108.00
<b>Total Points:</b>	<b>28</b>	

**Recommended UFCR Rate**

Contracted Maintenance Amount:	\$0.00
Basic:	\$329.00
Exceptional:	\$0.00
Supplemental:	\$252.00
<b>Total:</b>	<b>\$581.00</b>

**Calculate**

**Exceptional Payment Justification**

Document here or refer to attached documentation which justifies an exceptions payment under HFS 56.11 (4)(a) Enable the child to be placed in a foster home or treatment foster home instead of being placed in a more restrictive setting, or HFS 56.11 (4)(b) Replace a child's basic wardrobe that has been lost or destroyed through other than normal wear and tear.

Enter Text Here.

Options:

Done Trusted sites

8. The 'Options' drop down list will allow the user to Approve the Foster Care Rate Setting or to view and print out Foster Care Rate Setting document.

Foster Care Rate Setting - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS

Print Spell Check Help

**Participant Information**

Child: Allen, Clara Rate Setting Type: 6-month Review Rate Appeal Date: 00/00/0000

Case Name: Allen, Sarah Effective Date: 12/02/2005 Reevaluation Request Date: 00/00/0000

Provider Name: Montgomery, Dan End Date: 05/31/2006

Emotional Points Behavioral Points Physical Points Results

**Supplemental Payment Summary of Points**

	Points	Amount
Emotional:	4	\$36.00
Behavioral:	12	\$108.00
Physical:	12	\$108.00
Total Points:	28	

**Recommended UFCR Rate**

Contracted Maintenance Amount:	\$0.00
Basic:	\$329.00
Exceptional:	\$0.00
Supplemental:	\$252.00
Total:	\$581.00

Calculate

**Exceptional Payment Justification**

Document here or refer to attached documentation which justifies an exceptions payment under HFS 56.11 (4)(a) Enable the child to be placed in a foster home or treatment foster home instead of being placed or remaining in a more restrictive setting, or HFS 56.11 (4)(b) Replace a child's basic wardrobe that has been lost or destroyed through other than normal wear and tear.

Enter Text Here.

Actions  
Approval  
Text  
Foster Care Rate Setting

Options: Go Save Close

Done Trusted sites

## Ending the Foster Care Rate Setting

There are three ways to end the Foster Care Rate Setting:

1. When creating the Foster Care Rate Setting, the user can enter an end date in the end date field in the Participant Information Group Box. This will end the Foster Care Rate Setting but will continue paying the Basic and Administrative amounts. The end date can not be more than six months in the future from the effective date.

**Foster Care Rate Setting - Microsoft Internet Explorer provided by DHFS - State of Wisconsin**

**eWISACWIS** Print Spell Check Help

**Participant Information**

Child: Allen, Clara Rate Setting Type: 6-month Review Rate Appeal Date: 00/00/0000  
Case Name: Allen, Sarah Effective Date: 12/02/2005 Reevaluation Request Date: 00/00/0000  
Provider Name: Montgomery, Dan End Date: 05/31/2006

**Emotional Points Behavioral Points Physical Points Results**

**Emotional Points Summary**

Points: 4 Amount: \$36.00 Calculate

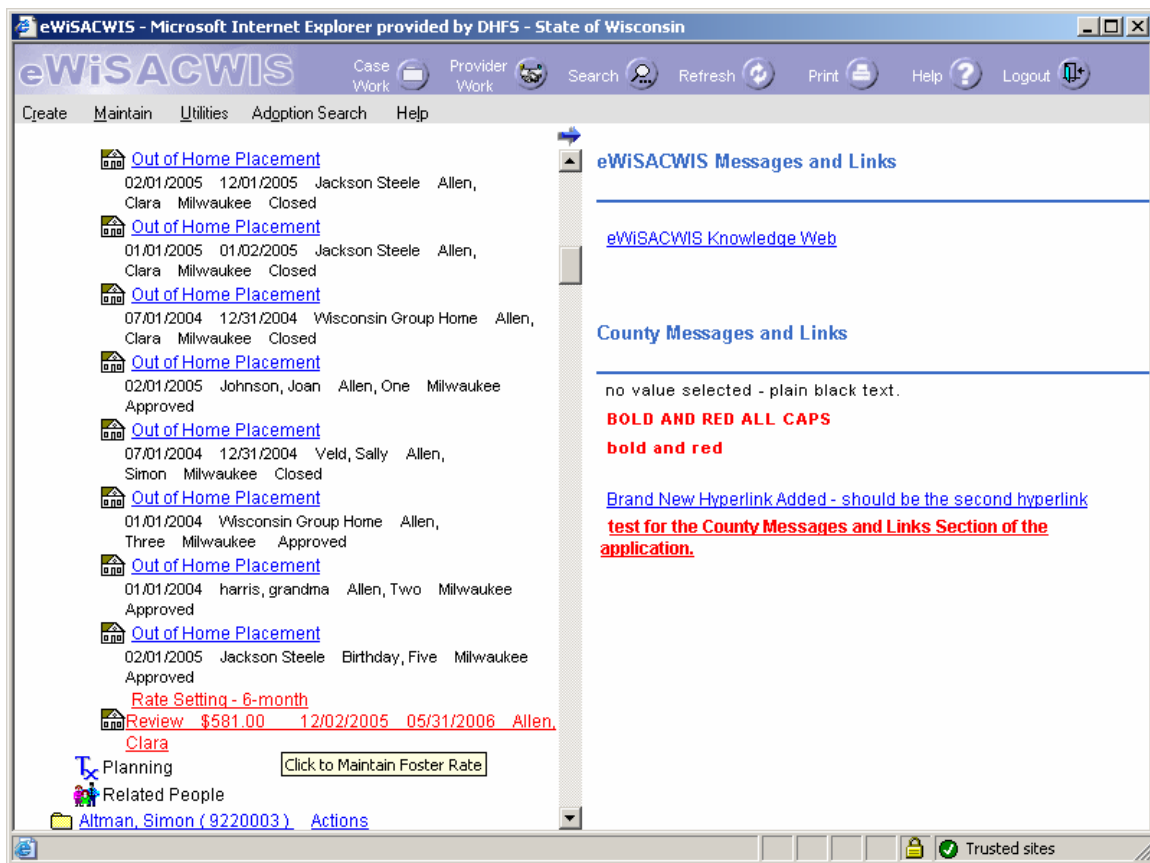
**Minimal**

☒ Yes ☐ No 1. Demands excessive attention  
☒ Yes ☐ No 2. Nervous  
☒ Yes ☐ No 3. High-strung  
☒ Yes ☐ No 4. Impulsive  
☒ Yes ☐ No 5. Displays temper tantrums  
☒ Yes ☐ No 6. Restless  
☒ Yes ☐ No 7. Hyperactive  
☒ Yes ☐ No 8. Short attention span  
☒ Yes ☐ No 9. Occasionally wets during the night

Save Close

Done Trusted sites

2. Ending the Placement will automatically end the Foster Care Rate Setting.
  
3. The Foster Care Rate Setting can also be manually closed by accessing the appropriate Rate Setting for the case outliner.



- Go to the Results tab and select 'End Rate Setting' from the 'Options' drop down values.

Foster Care Rate Setting - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWISACWIS** Print Spell Check Help

**Participant Information**

Child: Allen, Clara Rate Setting Type: 6-month Review Rate Appeal Date: 00/00/0000  
Case Name: Allen, Sarah Effective Date: 12/02/2005 Reevaluation Request Date: 00/00/0000  
Provider Name: Montgomery, Dan End Date: 05/31/2006

**Emotional Points Behavioral Points Physical Points Results**

**Supplemental Payment Summary of Points**

	Points	Amount
Emotional:	4	\$36.00
Behavioral:	12	\$108.00
Physical:	12	\$108.00
Total Points:	28	

**Recommended UFCR Rate**

Contracted Maintenance Amount:	\$0.00
Basic:	\$329.00
Exceptional:	\$0.00
Supplemental:	\$252.00
Total:	\$581.00

Calculate

**Exceptional Payment Justification**

Documentation which justifies an exceptions payment under HFS 56.11 (4)(a) Enable the child to be placed in a foster home that has a more restrictive setting, or HFS 56.11 (4)(b) Replace a child's basic wardrobe other than normal wear and tear.

Actions  
Approval  
Copy Rate Setting  
End Rate Setting  
Text  
Foster Care Rate Setting  
Rate Setting Results  
Reevaluation Results

Options:

Done Trusted sites



- Enter the appropriate end date and select an end reason from the drop down values. Under 'Options' select 'approve'. This will manually end the Foster Care Rate Setting.
- The over-ride checkbox is enabled only if the rate setting ending is fully approved and any subsequent rate settings were ended for the reason of 'Made in Error' or were Not Approved. This check box will allow the user to change the reason and date for which the rate setting ended even after approval of the rate setting ending. After selecting the check box, the End Reason and End Date fields will become enabled. If a user selects the end reason of 'Made in Error', the end date will be equal to the effective date.

The screenshot shows a web browser window titled "Foster Care Rate Setting - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The main content area displays the "eWISACWIS" logo and a "Foster Care Rate Setting Ending -- Web Page Dialog" window. The dialog has a header bar with "eWISACWIS" and navigation links (Print, Spell Check, Help). The main form area is titled "Foster Care Rate Setting Ending" and contains the following fields:

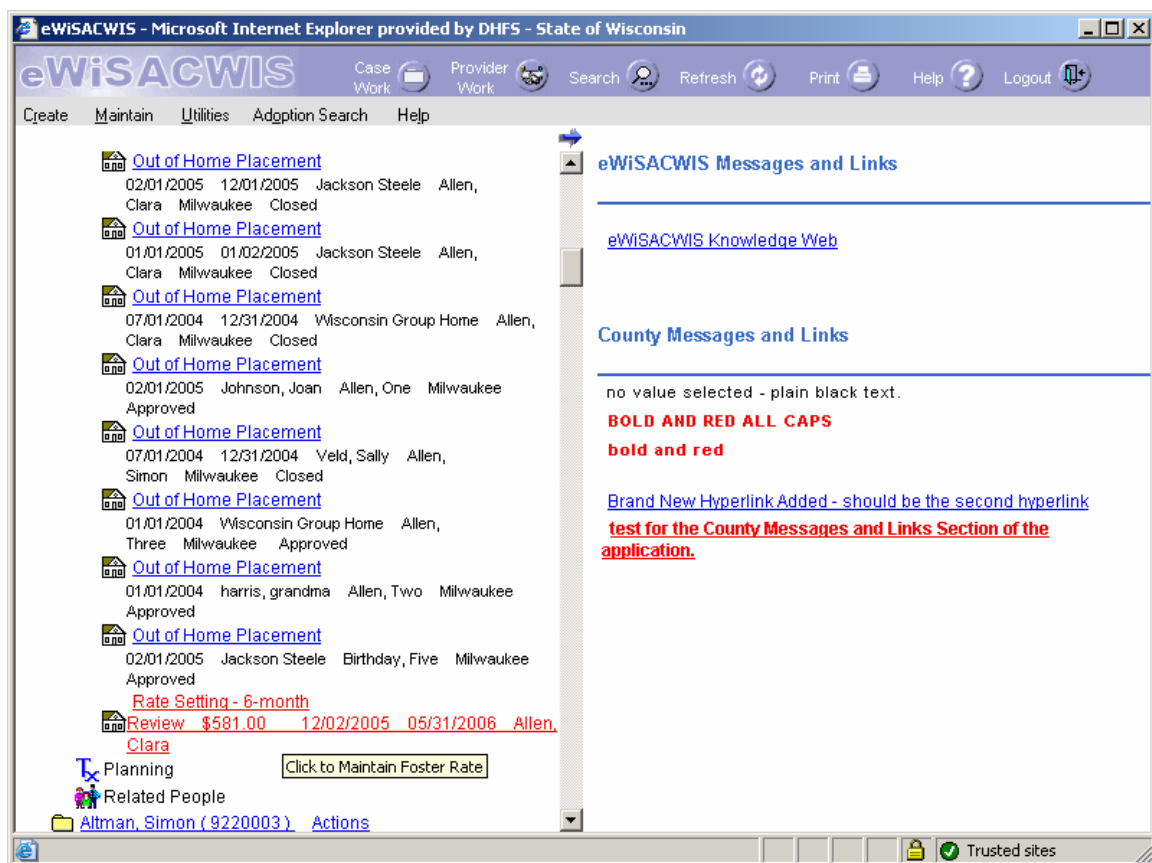
- End Date:** A text box containing "12/05/2005".
- End Reason:** A dropdown menu with a list of options: "Agency Requested Reevaluation", "Contracted Rate Change", "Duplicate Provider Cleanup", "Fiscal Cleanup", "Made in Error", and "Provider Requested Reevaluation". The "Agency Requested Reevaluation" option is currently selected.
- Override:** A checkbox that is currently unchecked.
- Options:** A text box that is currently empty.

At the bottom right of the dialog are two buttons: "Save" and "Close". The background of the browser window shows a sidebar with various links like "Particip", "Child:", "Case Nam", "Provider N", "Emot", "Supple", "Emotional", "Behavior", "Physical", "Total Poi", "Except", "Document", "home or t", "that has b", and a "Close" button at the bottom right.

## Copy-Over Feature

Foster Care Rate Setting can be copied-over from the current open rate setting to a new one if there have not been any changes to the current period. For example; the placement and the points can not be changed. If there is a change, the current rate setting must be ended and a new rate setting created.

1. The Foster Care Rate Setting can be copied-over by accessing the appropriate Rate Setting for the case outliner.



2. Go to the Results tab and select 'Copy Rate Setting' from the 'Options' drop down values.

Foster Care Rate Setting - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS

Print Spell Check ABC Help ?

**Participant Information**

Child: Allen, Clara Rate Setting Type: 6-month Review Rate Appeal Date: 00/00/0000

Case Name: Allen, Sarah Effective Date: 12/03/2005 Reevaluation Request Date: 00/00/0000

Provider Name: Montgomery, Dan End Date: 00/00/0000

Emotional Points Behavioral Points Physical Points **Results**

**Supplemental Payment Summary of Points**

	Points	Amount
Emotional:	12	\$108.00
Behavioral:	8	\$72.00
Physical:	12	\$108.00
Total Points:	32	

**Recommended UFCR Rate**

Contracted Maintenance Amount:	\$0.00
Basic:	\$329.00
Exceptional:	\$0.00
Supplemental:	\$288.00
Total:	\$617.00

Calculate

**Exceptional Payment Justification**

Documentation which justifies an exceptions payment under HFS 56.11 (4)(a) Enable the child to be placed in a foster home of being placed or remaining in a more restrictive setting, or HFS 56.11 (4)(b) Replace a child's basic wardrobe other than normal wear and tear.

Actions

- Approval
- Copy Rate Setting
- End Rate Setting

Text

- Foster Care Rate Setting
- Rate Setting Results
- Reevaluation Results

Options: End Rate Setting Go

Save Close

Done Trusted sites

3. A pop-up message will appear stating the current rate setting will end and create an identical record that can not be changed. Do you wish to continue? Select 'Yes'.

Foster Care Rate Setting - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWiSACWIS** Print Spell Check Help

**Participant Information**

Child:	Allen, Clara	Rate Setting Type:	6-month Review	Rate Appeal Date:	00/00/0000
Case Name:	Allen, Sarah	Effective Date:	12/03/2005	Reevaluation Request Date:	00/00/0000
Provider Name:	Montgomery, Dan	End Date:	00/00/0000		

Emotional Points Behavioral Points Physical Points **Results**

**Supplemental Payment**

Emotional:	1
Behavioral:	8
Physical:	1
Total Points:	3

**eWiSACWIS -- Web Page Dialog**

This will end the current Foster Care Rate Setting and create a new, identical rate setting record which cannot be adjusted. Do you wish to continue?

Yes No Calculate

**Exceptional Payment Justification**

Document here or refer to attached documentation which justifies an exceptions payment under HFS 56.11 (4)(a) Enable the child to be placed in a foster home or treatment foster home instead of being placed or remaining in a more restrictive setting, or HFS 56.11 (4)(b) Replace a child's basic wardrobe that has been lost or destroyed through other than normal wear and tear.

Options: Copy Rate Setting Go Save Close

Done Trusted sites

4. The rate Setting Type will default to 'No Change/Copy Over' and the user will be required to enter a new effective date. The new effective date may be a future date but no more than 30 days from the current date and within the same calendar year. The rest of the page will be view only.

**Foster Care Rate Setting - Microsoft Internet Explorer provided by DHFS - State of Wisconsin**

**eWISACWIS** Print Spell Check Help ?

**Participant Information**

Child: Allen, Clara Rate Setting Type: No Change / Copy Over Rate Appeal Date: 00/00/0000  
Case Name: Allen, Sarah Effective Date: 00/00/0000 Reevaluation Request Date: 00/00/0000  
Provider Name: Montgomery, Dan End Date: 00/00/0000  
**Enter a date. mmmddyyyy or mm/dd/yyyy**

**Emotional Points Behavioral Points Physical Points Results**

**Emotional Points Summary**

Points: 12 Amount: \$108.00 **Calculate**

**Minimal**

☐ Yes ☐ No 1. Demands excessive attention  
☐ Yes ☐ No 2. Nervous  
☐ Yes ☐ No 3. High-strung  
☐ Yes ☐ No 4. Impulsive  
☐ Yes ☐ No 5. Displays temper tantrums  
☐ Yes ☐ No 6. Restless  
☐ Yes ☐ No 7. Hyperactive  
☐ Yes ☐ No 8. Short attention span  
☐ Yes ☐ No 9. Occasionally wets during the night

**Save Close**

Done Trusted sites

- Go over to the Results tab, under 'Options', the new Foster Care Rate Setting Template can be accessed and printed. The new Foster Care Rate Setting must also be approved under the 'Options' drop down value.

Foster Care Rate Setting - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWISACWIS** Print Spell Check Help

**Participant Information**

Child: Allen, Clara Rate Setting Type: No Change / Copy Over Rate Appeal Date: 00/00/0000  
Case Name: Allen, Sarah Effective Date: 12/10/2005 Reevaluation Request Date: 00/00/0000  
Provider Name: Montgomery, Dan End Date: 00/00/0000

**Emotional Points Behavioral Points Physical Points Results**

**Supplemental Payment Summary of Points**

	Points	Amount
Emotional:	12	\$108.00
Behavioral:	8	\$72.00
Physical:	12	\$108.00
<b>Total Points:</b>	<b>32</b>	

**Recommended UFCR Rate**

Contracted Maintenance Amount:	\$0.00
Basic:	\$329.00
Exceptional:	\$0.00
Supplemental:	\$288.00
<b>Total:</b>	<b>\$617.00</b>

**Calculate**

**Exceptional Payment Justification**

Document here or refer to attached documentation which justifies an exceptions payment under HFS 56.11 (4)(a) Enable the child to be placed in a foster home or treatment foster home instead of being placed or remaining in a more restrictive setting, or HFS 56.11 (4)(b) Replace a child's basic wardrobe that has been lost or destroyed through other than normal wear and tear.

**Actions**  
Approval  
Text  
Foster Care Rate Setting

Options: **Go** **Save** **Close**

Done Trusted sites

## Ticklers

Foster Care Rate Setting ticklers will be created based on 6 months from the Rate Setting Effective Date. Upon final approval of a Foster Care Rate Setting End, all associated rate setting ticklers will be deleted.